

Division of Behavioral Health Services

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TO: RBHA and TRBHA Medical Directors and Clinical Leadership

FROM: Dan Wendt
ADHS/DBHS Policy Office Manager

**SUBJECT: POLICY CLARIFICATION: ENROLLMENT PROCEDURES FOR
HOSPITALIZED NON-ENROLLED TITLE XIX/XXI ELIGIBLE PERSONS**

DATE: December 15, 2003

This memorandum is intended to clarify responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) for ensuring timely responses and enrollment of Title XIX and Title XXI eligible persons in need of inpatient behavioral health services.

As described in ADHS/DBHS Policy 1.9, *Timeliness of Service*, T/RBHAs are required to conduct a face-to-face assessment and immediately enroll a person within 24 hours of receipt of a referral pertaining to a Title XIX/XXI eligible non-RBHA enrolled person in an inpatient facility.

Questions have been asked whether it is necessary to receive a behavioral health recipient's "informed consent" in order to enroll a person into the behavioral health system when responding to and assessing a hospitalized person. The answer to this question is no. Enrollment into the data system is an administrative function, which in contrast to treatment does not require consent. Upon admission to the inpatient facility, the person has consented to receive treatment from the hospital or has been petitioned. T/RBHAs must proceed with the hospitalized person's enrollment even if the person refuses to participate in the intake and assessment process. T/RBHA staff can obtain necessary information to complete the enrollment by consulting with hospital staff and reviewing the person's medical record.

At the time of responding to the urgent referral, RBHA staff must notify the inpatient facility in writing regarding the RBHA's financial responsibility for the provision of covered behavioral health services. The RBHA's already established method of notifying providers that a service has been authorized may be utilized to fulfill this written notification requirement. Additionally, the RBHA must inform the inpatient provider of timelines and procedures for submitting requests for prior authorization and requests for payment to the RBHA.

It is imperative that providers and T/RBHA staff (e.g. customer service representatives, crisis personnel) who respond to referrals for hospitalized persons and perform authorization and payment responsibilities have knowledge of and perform in accordance with state policy. Please ensure that this policy information is communicated. If you have any questions regarding this policy clarification memorandum, please contact me at (602) 364-4660.

C: Leslie Schwalbe, Deputy Director
Core Team
RBHA Team Leaders